ENERGY STAR® for Windows, Doors, and Skylights Partner Resources CD Contents and Help

Welcome to the partner resources CD. As you review these resources, please keep in mind the following:

- Everything on this CD will be available at www.energystar.gov/mesa after April 1, 2010.
- Partners will receive an e-mail when an updated sales training presentation is available.
- The Partner Requirements and Resource Guidelines (PRRG) outlines proper use of product labels, display labels, promotional maps, and criteria tables.
- The Qualified Product Information (QPI) Form must be completed annually.
- The Marks, Transition Label, and Tax Credit Label folders contain documents outlining proper use of these images.
- Inquiries about the content on this CD can be addressed to windows@energystar.gov.

Contents of the Partner Resources CD

I) Main Folder
   a) Partner Resources CD Contents and Help
   b) ENERGY STAR Climate Zones by County
   c) Label Vendor List
   d) Partner Requirements and Resource Guidelines (PRRG) for Manufacturer Partners
   e) Partner Requirements and Resource Guidelines (PRRG) for Retailer Partners
   f) Qualified Product Information (QPI) Form
   g) Program Requirements

II) Marketing Resources and Guidelines Folder
   a) Partner Resource Guide (PRG) – Low Resolution, High Resolution, and Single Page Layout
   b) Consumer Brochure – Low Resolution and High Resolution
   c) Tax Credit Label Folder
      i) Tax Credit Label Guidelines
      ii) Tax Credit Label Templates
   d) Promotional Maps Folder
      i) Promotional Maps Files
   e) Criteria Tables Folder
      i) Criteria Tables Files
   f) Marks Folder
      i) Identity Guidelines
      ii) Marks Files

III) Transition Label Folder
   a) Transition Label Guidelines
   b) Transition Label Templates

IV) Product Qualification Labels Folder
   a) Windows and Skylights Folder
      i) Window and Skylight Product Label Templates
   b) Doors Folder
      i) Door Product Label Templates

V) Display Unit Label Folder
   a) Display Unit Label Templates

Help Topics for the Partner Resources CD

General System Requirements

Please consult your graphic designer, label vendor, or printing company if you have questions about opening or editing the graphic files on this CD. To view the non-graphic resources on this CD, you will need the following software:
- Adobe Acrobat Reader (free and available for download at http://get.adobe.com/reader/)
- Microsoft Excel

Graphic File Formats

The following graphic file formats are used on this CD. NOTE: Not all images are available in all the files types listed below.
- **JPG** (Joint Photographic Expert Group) – RGB, 150ppi. Use this file format **for printing in house**. This file is best printed from Adobe Photoshop. This file type may also be used in PowerPoint presentations.
- **GIF** (Graphics Interchange Format) – Indexed color, 72ppi. Use this file format **for Web display**. This file can be edited from Adobe Photoshop. This file type may also be used on Web sites or in PowerPoint presentations.
- **EPS** (Encapsulated Post Script) – CMYK, Vector. Send this file to label vendor or printing company **for professional printing**. This file is best printed from Adobe Illustrator.
- **PDF** (Portable Document Format) – This file requires Adobe Acrobat Reader. Use this file format for screen viewing or printing.

Frequently Asked Questions

If your question isn't answered below, send an e-mail to windows@energystar.gov with "Partner Resources CD Question" in the subject line.
- **Which file type should I choose?** Please refer to "Graphic File Formats" above to see which file type best meets your needs.
- **What do the BW, W, D, and S mean in the file name?** BW stands for black and white: files with "BW" are the black and white (also called grayscale) version of the image. W stands for Windows, D stands for Doors, and S stands for Skylights: the combination of these letters indicates with which products the files are intended for use.
- **Should I use color or black and white?** Color selection is completely up to you. If cost is a consideration, you might consider black and white (also called grayscale) because it is typically lower in cost.
- **I'm having trouble opening a file; what should I do?** Check to see if you have the appropriate software to open the file. To open a PDF, you need Adobe Acrobat Reader (free and available for download at http://get.adobe.com/reader/). To view the ENERGY STAR Climate Zones by County spreadsheet, you need Microsoft Excel. Consult your graphic designer, label vendor, or printing company if you're having trouble viewing a JPEG, a GIF, or an EPS file.